****JOB DESCRIPTION

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| Job Title | **Assistant Heritage and Archaeology Officer** | Post Number | P1032 |
| Career Grade | 5 - 6 | Service Area | Planning & Infrastructure |
| Special Conditions | Based at Civic Centre Pershore, with ability to work and travel around the Wychavon and Malvern Hills districts and Worcester City  Some evening or weekend work may be necessary | Additional Benefits | Casual Car user allowance |
| Authorised by | Director of Planning and Infrastructure | Date | May 2025 |

**Job Purpose**

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| The purpose of this role within the Council is: | * To support the conservation, management, and promotion of the historic environment and archaeology for the Wychavon and Malvern Hills Councils. * Provide administrative and technical support to senior officers and customers, assisting senior colleagues with complex casework * Manage a caseload of more straightforward Heritage and/or Archaeology cases and provide specialist advice on heritage and/or archaeological matters. * Contribute to the delivery of heritage-related projects including preparation of Conservation Area Appraisals, policy documents, heritage-led regeneration schemes, and community engagement. |
| Responsible for demonstrating commitment to working in line with the Councils' values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | Head of Natural, Built & Historic Environment, with day-to-day support and supervision from the Senior Conservation Officer & the Archaeology & Planning Advisor |
| The postholder manages \supervises: | None |

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| **This post is career graded. Indicative levels of responsibility at each grade are as follows** | |
| Grade 5 | The post at this grade is suitable for someone who is working towards or has recently achieved a qualification but may not have much or any experience applying that knowledge in a local authority setting. As such, the post holder will spend more time on administrative tasks and will gain experience with more advanced work including heritage and archaeology casework over time, in a closely supervised way mentored by more senior team members. See table below for more detail on the accountabilities for this grade. |
| Grade 6 | The post at this grade is suitable for someone who has achieved a qualification and has experience applying that knowledge in a local authority setting dealing with more straightforward cases. As such, the post holder will spend time administrative tasks, but will also be responsible for managing their own caseload of more straightforward heritage and archaeology work. This post holder may gain experience with more complex casework in a closely supervised way mentored by more senior team members. See table below for more detail on the accountabilities for this grade. |

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| **Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation)** | | **Grade(s) to which this applies** |
| 1 | Assist in the assessment and provision of advice relating to planning applications, listed building consents, conditions, appeals and enforcement activities affecting heritage assets and established or potential archaeological sites. | 5, 6 |
| 2 | Manage own caseload of Heritage-related work including advice, planning applications, listed building consents, conditions, appeals and enforcement activities affecting heritage assets and established or potential archaeological sites. | 6 |
| 3 | Assist with archaeology-related caseload including the preparation or assessment of briefs, assessment of written schemes of investigation, mitigation strategies, post excavation reports, monitoring and discharge of archaeological conditions and mitigation strategies. | 6 |
| 3 | Undertake data searches of the Historic Environment Record (HER) to support archaeological work within the team. | 5, 6 |
| 4 | Maintain accurate records of casework, consultations, and correspondence using the Council’s planning and document management systems. | 5, 6 |
| 5 | Undertake site visits, photographic surveys, and desk-based assessments to support planning and conservation work. | 5, 6 |
| 6 | Provide support to the Archaeology and Heritage colleagues in respect to customer and stakeholder engagement. | 5, 6 |
| 7 | Coordinate responses to consultations and public inquiries on heritage and archaeology matters. | 5, 6 |
| 8 | Support the organisation of public meetings, exhibitions, and community engagement events. | 5, 6 |
| 9 | Contribute to the maintenance and enhancement of the Historic Environment Record (HER), including data entry, mapping, and research. | 5, 6 |
| 10 | Assist in the preparation, review and administration of conservation area appraisals, management plans, Article 4 Directions, Local Heritage lists, and heritage and archaeology policy and advice documents working under direction of more senior colleagues. | 5, 6 |
| 11 | Assist in the procurement and management of consultants and contractors for heritage-related projects. | 6 |
| 12 | To assist with corporate/ departmental initiatives and requirements, including participating on working groups/attending and representing the joint service at meetings. | 5, 6 |
| 13 | This post holder will split their time between Heritage and Archaeology work. | 5, 6 |
| 14 | To undertake such other duties appropriate to the post and grade as may be assigned from time to time. | 5, 6 |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

CAREER GRADED POSTS

Appointment to and progression through career grades is dependent upon:

* Achieving the relevant qualifications and experience detailed in the Key Requirements
* Line Managers confirmation of satisfactory performance in the post and recommendation for progression
* Line Manager confirmation that postholder is required to undertake the level of responsibility required at the next grade
* Postholder’s ability to undertake such work.

Normal incremental progression within the grade will apply until the postholder meets the above criteria for progression to the next salary grade.

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Achieved significant progress towards a degree in archaeology, heritage management, architectural history, or related discipline | 5 |  |
| A degree in archaeology, heritage management, architectural history, or a related discipline; or | 6 | 5 |
| Understanding of UK heritage and planning legislation, including the NPPF and relevant Acts | 5, 6 |  |
| Membership of the IHBC or willingness to work towards IHBC accreditation. |  | 5, 6 |

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| Experience | Essential | Desirable |
| Experience in a local authority, planning consultancy, or archaeological unit | 6 | 5 |
| Familiarity with locally-specific heritage issues, such as industrial archaeology or historic landscapes. |  | 5, 6 |
| Experience of archaeology field-work, interpreting archaeology or heritage reports and surveys |  | 5, 6 |
| Understanding of and ability to interpret information about archaeological features | 6 | 5 |
| Membership or eligibility for membership of CIfA, IHBC, or a similar professional body |  | 5, 6 |

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| Skills Required | Essential | Desirable |
| Strong administrative and organisational skills, with attention to detail | 5, 6 |  |
| Proficiency in Microsoft Office/Office 365 (Word, Excel, Outlook, PowerPoint, SharePoint, Teams) | 5, 6 |  |
| Good written and verbal communication skills. | 5, 6 |  |
| Ability to manage and prioritise time and work to meet deadlines | 5, 6 |  |
| Ability to work collaboratively as part of a multi-disciplinary team | 5, 6 |  |
| Use and interpretation of data held in Historic Environment Record (HER) system | 6 | 5 |
| MasterGov/DEF (Development Enquiry Forms) or similar systems | 6 | 5 |
| QGIS or similar GIS platforms | 6 | 5 |
| Full UK driving licence, access to a vehicle and ability to travel around the districts to undertake site visits | 5, 6 |  |

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| Behaviours | Essential | Desirable |
| Occasional attendance at some evening or weekend meetings | 5, 6 |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.